

# Welcome



*A Bright Idea for State Government*

## **BENL3089- Benefits Eligibility**

# Logistics

- Breaks
- Location of restrooms
- Login/User ID for class
- Please turn off or mute all cell phones and pagers
- Speak up if you do not see or hear any instructions today

# Prerequisites

Prior to this course, you should have completed the Basic Navigation online course.

# Agenda

- Class Introductions
- Introduction to Edison Benefits using PeopleSoft
- Searching by National ID
- Processing New Hires
- Identifying Event Triggers
- Viewing Employee Summary Information
- Viewing Employee Health Benefits Information
- Viewing Payroll Information
- Viewing Queries

Approximate course time: 1 Day

# Why Edison?

- Replacement of existing old and maintenance-burdening administrative systems with a fully integrated solution
- Improve out-dated business processes
- Eliminate duplicate functionality between department and centralized administrative systems
- Meet user department needs not currently met by centralized systems
- Achieve operational efficiency
- Provide better management information
- Leverage new technology

# Course Components

- Course Syllabus
- Training Manual
- Training Environments (*UPK & PeopleSoft Database*)
- Practice Exercise
- Self Assessments
- Support Materials
  - Self Assessment Sheets
  - Data Reference Sheets used with Exercises
  - Quick Reference Guide
  - Handouts

# Course Objectives

Upon completion of this course, you will be able to:

- Search for an employee using their National ID (SSN)
- Hire a person into the Edison system
- Add an employment instance
- Correct an employee's National ID
- Update employee personal information
- Terminate an employee
- View employee benefit and job information
- View employee deduction balances
- View queries

# UPK

- User Productivity Kit (UPK)
  - Supplied by PeopleSoft for development of training materials
  - Most activities will be done using the UPK today:
    - *Try It*
    - *Know It*



# Key Points

- Use of Employee ID's instead of Social Security Numbers (SSN)
- Benefit enrollments will be processed centrally (i.e., Insurance, Flexible Spending Accounts {FSA} and Deferred Compensation
- A “home” address is required

# Reminders

- Practice in the practice session area as needed
- Encourage employees to contact the Benefits Administration Service Center for any questions or concerns regarding their benefits
- If you have any questions or problems with the Edison system, contact the Edison Help Desk
  - 741-HELP (615-741-4357)
  - [edison@state.tn.us](mailto:edison@state.tn.us)



# Questions?

# Class Evaluation

We value your time, attendance and input.

Please complete the online class evaluation.

Thank you.